

# November 2013

"Developing a  
Generation of  
Leaders"



**PROFESSIONAL  
DEVELOPMENT  
CENTER**

The State Professional Development Center  
125 North Roberts Street, Mitchell Building  
Helena, Montana 59620  
Phone: 406/444-3871; Email: pdc01@mt.gov

## PDC's 2013 Fall Schedule

<b>Class Name</b>	<b>Cost</b>	<b>Dates &amp; Times</b>
The Leadership Challenge* (Missoula)	\$400 + Materials fee	<b>November 5, 6, 13</b> 8:30 a.m.— 4:30 p.m.
Evidenced-Based Management	\$123	<b>November 5</b> 8:30 a.m.— 4:30 p.m.
Wrongful Discharge	\$135	<b>November 6</b> 8:30 a.m.— Noon
Intermediate Excel	\$110	<b>November 13</b> 9:00 a.m.— 3:00 p.m.
Robert's Rules of Order (Webinar)	\$70	<b>November 14</b> 10:00 a.m.— 11:30 a.m.
From Me to We: Effective Collaboration	\$123	<b>November 19</b> 8:30 a.m.— 4:30 p.m.
Exploring Emotional Intelligence (Billings)	\$123 + \$40 materials fee	<b>November 20</b> 8:30 a.m.— 4:30 p.m.
Contemporary Writing Skills	\$123	<b>November 20</b> 8:30 a.m.— 4:30 p.m.
Conflict Management (Billings)	\$123 + \$17 materials fee	<b>November 21</b> 8:30 a.m.— 4:30 p.m.
Stress Management (Billings)	\$123	<b>November 22</b> 8:30 a.m.— 4:30 p.m.
Myers-Briggs & Communication (MBTI)	\$123 + \$27 materials fee	<b>November 26</b> 8:30 a.m.— 4:30 p.m.

\* Series classes: additional cost - 10% of the tuition fee for class materials

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Male/Female Communication	\$95	<b>December 3</b> 8:30 a.m.— Noon
Conflict Mangement	\$123 + \$17 materials fee	<b>December 4</b> 8:30 a.m.— 4:30 p.m.
Advanced Excel	\$110	<b>December 4</b> 9:00 a.m.— 3:00 p.m.
Stress Management	\$123	<b>December 5</b> 8:30 a.m.— 4:30 p.m.
Managing Multiple Priorities	\$95	<b>December 5</b> 8:30 a.m.— Noon
Effective Presentations	\$245	<b>December 10, 11, 12</b> 8:30 a.m.— 4:30 p.m.
Approaching Supervision	\$123	<b>December 11</b> 8:30 a.m.— 4:30 p.m.
Performance Driven Leadership	\$123	<b>December 12</b> 8:30 a.m.— 4:30 p.m.
Beginning PowerPoint 2010	\$110	<b>December 17</b> 8:30 a.m.— 4:30 p.m.
Developing Coaching Skills	\$123 + \$14 materials fee	<b>December 17</b> 8:30 a.m.— 4:30 p.m.
Records Management	\$50	<b>December 17</b> 8:30 a.m.— 4:30 p.m.
Writing Position Description	\$123	<b>December 18</b> 8:30 a.m.— 4:30 p.m.
Contemporary Writing Skills	\$123	<b>December 18</b> 8:30 a.m.— 4:30 p.m.

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